



TIME AWAY AT MERCK

# Adding a child to your family

November 2023





## Taking time away when you add a child to your family

Congratulations! The decision to expand your family is an important one. At Merck, we're beside you all the way, especially when it comes to taking time away from work.

To suit the diverse situations of our employees, Merck provides a number of **parental leave options** that are designed to be used in many different ways, including short-term disability (STD), family medical leave (FML), unpaid child care leave (UCCL) and paid parental time off (PPTO).

Together, these options may provide up to 32 weeks of job-protected time off (a combination of paid and unpaid) after the birth, adoption or placement of a foster child in your home.

**Review the following pages for more information about these parental leave options, plus examples of how you can use them.**

# Your parental leave options

## Short-term disability (STD)

STD provides salary continuation for six to eight weeks following the birth of a child, depending on the type of delivery. You will receive 100% of your normal pay during this time.

For expecting mothers, it also includes a **nesting period** of up to two weeks prior to your expected delivery date. Generally, the nesting period does not decrease the amount of STD you may be eligible for after birth. Once you give birth, the nesting period ends and STD begins immediately. The nesting period is only available to the parent who gives birth and must be approved by Sedgwick beforehand. For more information, refer to these [FAQs](#).

## Family medical leave (FML)

FML provides up to 12 weeks of unpaid leave for the birth, adoption or foster care of a child. It typically runs concurrent with STD, UCCL and PPTO (and is not noted in the examples on the following pages).

## Unpaid child care leave (UCCL)

UCCL provides unpaid leave to care for a newly born child, adopted child or child placed in foster care. It is generally available for up to 20 weeks (100 working days) within the first six months (130 working days) from the date of birth, adoption or foster care placement.

## Paid parental time off (PPTO)

PPTO generally provides up to 12 weeks (60 working days) of paid time off within the first 12 months after birth, adoption or foster care placement of a child.

You can take this leave:

- Consecutively, as a set number of weeks in a row
- Phased, where you work a fixed number of days per week using the remaining days as PPTO for a set number of weeks
- As a combination of consecutive and phased PPTO

In the situation where both parents work for Merck, each of you is eligible for 12 weeks (60 days) of PPTO.

I'm expecting a new child and will need to take parental leave. What do I do?

Inform Sedgwick, our leaves of absence administrator, of your situation at least 30 days prior to your expected first day out or as soon as possible. Contact Sedgwick at [www.claimlookup.com/merck](http://www.claimlookup.com/merck) or call **855-231-1038**.

Generally, Sedgwick will approve your STD and/or FML up to 14 calendar days prior to your expected delivery date. Additional time may be approved in certain circumstances. Contact Sedgwick for details.

### For more information

- Read the [Paid Time Off and Leaves of Absence policy](#) for details on time away options.
- Read [FAQs](#) about leaves of absence/parental leave.
- Visit [benefitsatmerck.com](http://benefitsatmerck.com) for benefits and well-being resources available to new or expecting parents, including adoption/surrogacy assistance, a healthy pregnancy program, Merck-sponsored day care centers, back-up child and elder care, Lyra mental health support and much more.



EXAMPLE **1**

# Julie



Julie gave birth and wants to maximize her time with her child and have a phased return to work. She chose not to take a two-week nesting period prior to birth.

Julie takes:

- 6 weeks of STD post-birth (concurrent with UCCL), then
- an additional 14 weeks of UCCL, then
- 60 working days of phased PPTO (2 days per week for 30 weeks)

Date of birth

	WEEK																								
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
Mon	■●	■●	■●	■●	■●	■●	●	●	●	●	●	●	●	●	●	●	●	●	●	●					
Tue	■●	■●	■●	■●	■●	■●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	○	○	○	○	○
Wed	■●	■●	■●	■●	■●	■●	●	●	●	●	●	●	●	●	●	●	●	●	●	●					
Thu	■●	■●	■●	■●	■●	■●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	○	○	○	○	○
Fri	■●	■●	■●	■●	■●	■●	●	●	●	●	●	●	●	●	●	●	●	●	●	●					

	WEEK																								
	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50
Mon																									
Tue	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
Wed																									
Thu	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
Fri																									

- **Merck's short-term disability (STD) program** — 6-8 weeks paid leave following the birth of the child. **Runs concurrent with FML and UCCL.**
- **Merck's unpaid child care leave (UCCL)** — unpaid, job-protected leave that must be taken within 6 months (130 working days) from date of birth. **Runs concurrent with STD and FML.**
- **Paid parental time off (PPTO)** — 12 weeks (60 working days) within the first 12 months after birth, adoption or foster care placement. PPTO may be taken consecutively, in a phased approach or a combination. **Runs concurrent with FML.**

EXAMPLE **2**

# Anjali



Anjali takes a two-week nesting period before birth, and following the birth wants to maximize her paid time off up front. Anjali takes:

- 6 weeks of STD post-birth (concurrent with UCCL), then
- 60 working days of consecutive PPTO (5 days per week for 12 weeks),
- then an additional 8 weeks of UCCL

	Date of birth		WEEK																										
	-2	-1	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	
Mon	■	■	■●	■●	■●	■●	■●	■●	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
Tue	■	■	■●	■●	■●	■●	■●	■●	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
Wed	■	■	■●	■●	■●	■●	■●	■●	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
Thu	■	■	■●	■●	■●	■●	■●	■●	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
Fri	■	■	■●	■●	■●	■●	■●	■●	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○

- Merck's short-term disability (STD) program — 2-week nesting period prior to the birth of the child. **Note:** The nesting period is calculated based on your due date. In this example, Anjali's due date is also the date she gave birth. For details on how your nesting period would work, please contact Sedgwick.
- Merck's short-term disability (STD) program — 6-8 weeks paid leave following the birth of the child. **Runs concurrent with FML and UCCL.**
- Merck's unpaid child care leave (UCCL) — unpaid, job-protected leave that must be taken within 6 months (130 working days) from date of birth. **Runs concurrent with STD and FML.**
- Paid parental time off (PPTO) — 12 weeks (60 working days) within the first 12 months after birth, adoption or foster care placement. PPTO may be taken consecutively, in a phased approach or a combination. **Runs concurrent with FML.**

EXAMPLE **3**

# Keira



Keira gave birth and does not want to take any unpaid time off but wants to phase back to work. She chose not to take a two-week nesting period prior to birth.

Keira takes:

- 6 weeks of STD post-birth (concurrent with UCCL), then
- 60 working days of consecutive PPTO (5 days per week for 8 weeks, then 1 day per week for 20 weeks)

Date of birth

	WEEK																
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
Mon	■●	■●	■●	■●	■●	■●	○	○	○	○	○	○	○				
Tue	■●	■●	■●	■●	■●	■●	○	○	○	○	○	○	○				
Wed	■●	■●	■●	■●	■●	■●	○	○	○	○	○	○	○	○	○	○	○
Thu	■●	■●	■●	■●	■●	■●	○	○	○	○	○	○	○				
Fri	■●	■●	■●	■●	■●	■●	○	○	○	○	○	○	○				

	WEEK																
	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34
Mon																	
Tue																	
Wed	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
Thu																	
Fri																	

- Merck's short-term disability (STD) program — 6-8 weeks paid leave following the birth of the child. **Runs concurrent with FML and UCCL.**
- Merck's unpaid child care leave (UCCL) — unpaid, job-protected leave that must be taken within 6 months (130 working days) from date of birth. **Runs concurrent with STD and FML.**
- Paid parental time off (PPTO) — 12 weeks (60 working days) within the first 12 months after birth, adoption or foster care placement. PPTO may be taken consecutively, in a phased approach or a combination. **Runs concurrent with FML.**

EXAMPLE **4**

# Brian



Brian and his partner adopted a child. Brian takes:

- 20 weeks of UCCL
- 60 working days of combination PPTO (5 days per week for 4 weeks, then 2 days per week for 20 weeks)

Date of birth

	WEEK																					
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
Mon	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	○	○	
Tue	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	○	○
Wed	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	○	○
Thu	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	○	○
Fri	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	○	○

	WEEK																					
	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44
Mon	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
Tue	○	○																				
Wed	○	○																				
Thu	○	○																				
Fri	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○

- **Merck's unpaid child care leave (UCCL)** — unpaid, job-protected leave that must be taken within 6 months (130 working days) from date of birth. **Runs concurrent with STD and FML.**
- **Paid parental time off (PPTO)** — 12 weeks (60 working days) within the first 12 months after birth, adoption or foster care placement. PPTO may be taken consecutively, in a phased approach or a combination. **Runs concurrent with FML.**

EXAMPLE **5**

# Peter



Peter’s wife gave birth, and he wants to be home for the first couple of weeks, then cover Fridays. Peter takes:

- 60 working days of combination PPTO (5 days per week for 2 weeks, then 1 day per week for 50 weeks)

Date of birth		WEEK																										
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	
Mon		○	○																									
Tue		○	○																									
Wed		○	○																									
Thu		○	○																									
Fri		○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○

		WEEK																										
		27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	
Mon																												
Tue																												
Wed																												
Thu																												
Fri		○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○

○ **Paid parental time off (PPTO)** — 12 weeks (60 working days) within the first 12 months after birth, adoption or foster care placement. PPTO may be taken consecutively, in a phased approach or a combination. **Runs concurrent with FML.**

EXAMPLE **6**

# Kris



Kris' wife gave birth and Kris does not want to take any unpaid time off. Kris takes:

- 60 working days of consecutive PPTO (5 days per week for 12 weeks)

Date of birth	WEEK											
	1	2	3	4	5	6	7	8	9	10	11	12
Mon	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Tue	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Wed	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Thu	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fri	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**○ Paid parental time off (PPTO)** — 12 weeks (60 working days) within the first 12 months after birth, adoption or foster care placement. PPTO may be taken consecutively, in a phased approach or a combination. **Runs concurrent with FML.**

# Contacts

If you need information or help with...	Contact/ benefits provider	By phone	Online
<b>General questions</b>			
Questions about the content in this guide	Merck's HR Support Center	908-423-4357 866-MERCK-HD (866-637-2543) Representatives are available 8:30 a.m. to 5:00 p.m., ET, Monday through Friday	
Questions about how taking paid time off and/or a leave of absence will affect your other Merck benefits (medical, dental, vision, etc.)	Benefits Service Center	800-66-MERCK (800-666-3725) <sup>1</sup> Representatives are available 8:30 a.m. to 8:30 p.m., ET, Monday through Friday (excluding New York Stock Exchange holidays)	<a href="https://netbenefits.com/merck">netbenefits.com/merck</a>
<b>Policy-specific questions</b> (Call Merck's HR Support Center for questions about all PTO and leave policies except for those listed below)			
Family medical leave	Sedgwick	855-231-1038 Representatives are available 8:00 a.m. to 9:30 p.m., ET, Monday through Friday	<a href="https://claimlookup.com/merck">claimlookup.com/merck</a>
Short-term disability	Sedgwick	855-231-1038 Representatives are available 8:00 a.m. to 9:30 p.m., ET, Monday through Friday	<a href="https://claimlookup.com/merck">claimlookup.com/merck</a>
<b>Resources</b>			
Information and resources for new or expecting parents	Merck's benefits and well-being website	N/A	<a href="https://benefitsatmerck.com">benefitsatmerck.com</a>
Lyra (mental health support)	Lyra	844-737-9423 Available 24 hours a day, 7 days a week	<a href="https://merck.lyrahealth.com">merck.lyrahealth.com</a>
Detailed information about Merck disability plans (SPDs)	Benefits Service Center	800-66-MERCK (800-666-3725) <sup>1</sup> Representatives are available 8:30 a.m. to 8:30 p.m., ET, Monday through Friday (excluding New York Stock Exchange holidays)	<a href="https://onlinespd.com">onlinespd.com</a>

Paid time off and leaves as described in this guide and linked documents apply to "Merck employees" defined as U.S.-based employees of the wholly-owned U.S. subsidiaries of Merck & Co., Inc. (excluding Antimicrobial Stewardship LLC, Merck Global Health Innovation Fund, LLC, and each of their subsidiaries) and excluding the following employees: Merck Casual Employees, Temporary Employees and Intern/Graduate/Cooperative Students as determined by Merck & Co., Inc. or its delegate, except as required by law. The paid time off and leaves of absence discussed in this guide also do not apply to U.S.-based employees of Merck Sharp & Dohme LLC subject to a collective bargaining agreement, except to the extent the applicable collective bargaining agreement or the agreement between the parties provides otherwise.

Merck complies with state and local laws on family and medical leave including laws that authorize leave for reasons not required under federal law, impose lesser eligibility requirements for such leave than those required under federal law or provide for paid or longer leaves than those required under federal law.

The information in this guide is intended to summarize the terms of various leaves of absence offered by Merck under applicable law and various company-sponsored plans, programs and/or policies that are currently in effect; it does not contain all the policy and plan details. For detailed information, review the policies and plans available on Sync. To the extent that there is any inconsistency with or discrepancy between the information provided in this summary of leaves of absence or any verbal representation and applicable law and/or the terms of the applicable plans, programs and/or policies, applicable law or the terms of the plans, programs and/or policies, as appropriate, shall control. The company reserves the right to amend, modify or terminate any of the leave policies, programs or employee benefit plans described herein at any time.

Please note that your eligibility for, and the company's approval of any leave of absence will be subject to applicable law and the terms of the relevant plans, programs and/or policies.

<sup>1</sup> For overseas calls, dial your country's toll-free AT&T USADirect® access number, then enter **800-66-MERCK (800-666-3725)**. In the United States, call **800-331-1140** to obtain AT&T USADirect access numbers. From anywhere in the world, access numbers are available online at [att.com/traveler](https://att.com/traveler) or from your local operator.